


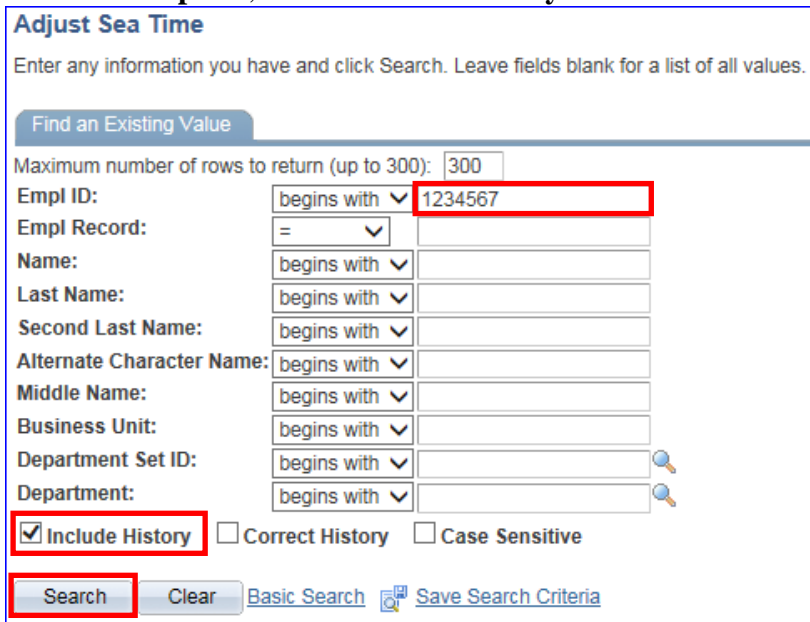
Restarting Career Sea Pay after TDY

Introduction

This guide provides the procedures for restarting Career Sea Pay after TDY for a member in Direct Access. For example, a member was on a Sea Pay eligible vessel and went TDY from 9/1/14-2/8/15. The SPO shut down the Career Sea Pay in 8.0 on 10/1/14 (his 31st day away from the vessel). The member returned to the ship on 2/9/15, so the Career Sea Pay must be restarted. The SPO must review the member's Sea Time Balances first, make the changes in the Career Sea Time Override and get the transaction approved. Once approved, PPC can review the member's sea time balances for accuracy.

Procedures

See below.

Step	Action
1	<p>Before starting Career Sea Pay, first look at the member's Sea Time Balances. Click the Sea Time Balances link from the Active & Reserve Pay Shortcuts.</p> 
2	<p>Enter the Empl ID, check Include History and click Search.</p> 

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Restarting Career Sea Pay after TDY , Continued

Procedures,
continued

Step	Action																																					
3	<p>Notice the date when the sea time was last calculated. Then look at the Sea Time Neutral Transactions for the description of why the sea pay isn't running. The Begin Date from the Sea Time Neutral Transaction must be used in the next step.</p> <div><div>Adjust Sea Time</div><div><div>Jack Sparrow</div>EMP<div>ID: 1234567</div><div>Empl Record: 0</div></div><div>Career Sea Time<div>Find View All First 1 of 1 Last</div><table><tr><th></th><th>Years</th><th>Months</th><th>Days</th></tr><tr><td>Last Calculated: 11/30/2014</td><td>Sea Time For Pay:</td><td>7</td><td>8</td><td>4</td></tr><tr><td></td><td>Rated Sea Time:</td><td>0</td><td>0</td><td>0</td></tr><tr><td></td><td>Sea Time Since Last Adv:</td><td>0</td><td>0</td><td>0</td></tr><tr><td></td><td>Adv Eligibility Sea Time:</td><td>0</td><td>0</td><td>0</td></tr><tr><td></td><td>Surf Time</td><td>0</td><td>0</td><td>0</td></tr></table><div>Comment:</div><div>Last Updated: 765432112/20/14 11:48PM</div></div><div><div>Sea Time Neutral Transactions</div><div>Customize Find First 1 of 1 Last</div><table><tr><th></th><th>Begin Date</th><th>End Date</th><th>Description</th></tr><tr><td>1</td><td>12/01/2014</td><td></td><td>JUMPS Conversion - Member was assigned to a Sea Pay Unit with no open Jumps Segment 07 authorizing Sea Pay.</td></tr></table><div><div>Save</div><div>Return to Search</div><div>Notify</div><div>Update/Display</div><div>Include History</div><div>Correct History</div></div></div></div>		Years	Months	Days	Last Calculated: 11/30/2014	Sea Time For Pay:	7	8	4		Rated Sea Time:	0	0	0		Sea Time Since Last Adv:	0	0	0		Adv Eligibility Sea Time:	0	0	0		Surf Time	0	0	0		Begin Date	End Date	Description	1	12/01/2014		JUMPS Conversion - Member was assigned to a Sea Pay Unit with no open Jumps Segment 07 authorizing Sea Pay.
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Procedures,
continued

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4	<p>Now that the Begin Date has been identified, select the Requests link at the top left of the screen.</p> <div><div><div>United States Coast Guard U.S. Department of Homeland Security</div></div><div>My Page Self Service Requests</div><div><div>Adjust Sea Time</div><div><div>Jack Sparrow</div><div>EMP</div><div>ID: 1234567</div><div>Empl Record: 0</div></div><div><div>Career Sea Time</div><div>Find View All First 1 of 1 Last</div><table><thead><tr><th></th><th>Years</th><th>Months</th><th>Days</th></tr></thead><tbody><tr><td>Last Calculated: 11/30/2014</td><td></td><td></td><td></td></tr><tr><td>Sea Time For Pay:</td><td>7</td><td>8</td><td>4</td></tr><tr><td>Rated Sea Time:</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Sea Time Since Last Adv:</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Adv Eligibility Sea Time:</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Surf Time</td><td>0</td><td>0</td><td>0</td></tr></tbody></table></div></div></div>		Years	Months	Days	Last Calculated: 11/30/2014				Sea Time For Pay:	7	8	4	Rated Sea Time:	0	0	0	Sea Time Since Last Adv:	0	0	0	Adv Eligibility Sea Time:	0	0	0	Surf Time	0	0	0
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5	<p>Click the Career Sea Time Override link from the Payroll Requests pagelet.</p> <div><div><div>Payroll Requests</div><div><div>View My Requests</div><div>Civilian Clothing Allowance</div><div>Officer Uniform Allowance</div><div>Foreign Language Pay</div><div>Family Separation Allowance</div><div>Advance Liquidation Schedule</div><div>Meal Rate</div><div>Hostile Fire Pay</div><div>Career Sea Time Override</div><div>Hardship Duty Pay</div><div>Responsibility Pay Override</div><div>Approved Absence Corrections</div><div>Absence Request</div><div>Suppl Clothing Allowance</div><div>Diving Duty Pay</div><div>Hazardous Duty Pay</div><div>Advance Pay</div><div>SDAP</div><div>Cadet ICA</div><div>Combat Tax Exclusion</div><div>Career Sea Pay Premium</div><div>Pay Corrections</div><div>Career Sea Pay on TDY</div><div>Cadet COMRATS</div></div></div></div>																												

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Procedures,
continued

Step	Action
6	<p>Enter the Empl ID and click Add.</p> <div><p>Add Action Request</p><p>Add a New Value</p><p>Empl ID: 1234567</p><p>Empl Record: 0</p><p>Add</p></div>
7	<p>Enter the Begin Date (from the Sea Time Neutral Transaction). The End Date should be the last day the member was ineligible for Career Sea Pay (day before returning to the ship). Then click Get Details.</p> <div><p>Action Request</p><p><u>Submit Career Sea Time Override</u></p><p><u>Sparrow, Jack</u></p><p><u>Requesting Career Sea Time Override</u></p><ul style="list-style-type: none">• For the Begin Date, enter the date the member is no longer eligible for Sea Pay.• For the End Date, enter the last date the member is no longer eligible for Sea Pay.• Press Submit.<p>Request Details</p><p>Begin Date: 12/01/2014</p><p>End Date: 02/08/2015</p><p>Get Details</p></div>

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Restarting Career Sea Pay after TDY , Continued

Procedures,
continued

Step	Action
8	<p>Clicking Get Details auto-populates the Request Information section. Add any comments, then click Submit.</p> <div><div>Request Information</div><div><div>Sea Time Years: 7</div><div>Neutral Time: 12/01/2014 -</div><div>Sea Time Months: 8</div><div>Sea Time Days: 4</div><div>Current Unit: 000454 - CGC DAUNTLESS</div><div>Sea Pay Level: SPL2</div><div>Level Description: DPT - Career Sea Pay Level 2</div></div><div><div>Comment:</div><div></div></div><div><div>Submit</div><div>Resubmit</div><div>Withdraw</div></div></div>
9	<p>Once submitted, the transaction will be routed to the SPO Tree for approval. Once approved, PPC can review the member's sea time balances for accuracy.</p>
